

HARWINTON WPCA REGULAR MEETING

Tuesday, April 11, 2017

Town Hall, 7:00 p.m.

Present: Michael Criss, Dennis Baerny, Gil Roberts

Absent: James Clavette, Glenn McGrane, Chris Janco

1. Open Meeting-establish quorum

Acting WPCA Chairman Michael Criss opens the meeting at 7:15 p.m. with members Gil Roberts and Dennis Baerny being seating and a quorum is established.

2. Amend and approve of January 10, 2017

Amendment to item #2 to add the following point included in the discussion with Ray Drew, Torrington WPCA Administrator:

- Bond payments in 2018 will be billed in the 2018-2019 fiscal year in arrears for costs from 2017-2018 fiscal year.

Amendment to item #6 as follows:

“All bills (payroll or payables of any kind) shall be paid when they come in, as long as it is part of the pre-approved Town and/or WPCA budget. These items shall not be held up pending specific Board approval. Bills that have been paid will be reviewed at the next meeting to ensure that we are being charged the correct amount. If there is a discrepancy the WPCA will then notify the Finance Office. Any costs outside of the Town and/or WPCA approved budgets (unbudgeted or unanticipated costs) will be brought up for approval at the next regular WPCA or special scheduled meeting.”

Motion by Dennis Baerny to accept amendments, seconded by Gil Roberts, with all in favor.

3. EST Flow Report – Errors January & February 2017

- Errors in both January and February reports. Ray Drew, the Torrington WPCA Administrator also identified mistakes in the flow report.
- January report was corrected by EST and resent. Gil Roberts will contact EST regarding the February report.
- Ray Drew nor Harwinton WPCA members are able to access the EST system for reports as anticipated. EST has been unable to fix this function.
- Mike Criss suggests we begin looking into other companies now who offer flow monitoring. Cost estimates should be collected so we will be able to make the change smoothly in May of 2019 when the EST contract expires.
- The March flow report has not been received from EST to date.

4. TV Camera Work

Gil Roberts: unexpectedly the water table has been at its max for the past week and will likely carry through the end of April. Vendor bids were not previously collected due to drought conditions. We can still collect price quotes now to have an idea of cost for next year.

5. Auditors Sandra E. Welwood Commitment Letter

Mike Criss: The auditor's commitment letter requires approval and signature. The letter contains Welwood's scope of service and fee and will be returned to Sandra E. Welwood after the May 16, 2017 Town budget hearing.

Motion made by Gil Roberts, seconded by Dennis Baerny to approve and sign the commitment letter, with all in favor.

6. Bills

Copies of regular bills (that were paid) were reviewed.

Quality Data Service, Inc. bill dated April 10, 2017 for \$370 presented for payment and addition to the budget. This bill is for annual software support - utility billing module (sewer/water usage or assessment); and printing and processing of sewer/water usage/assessment bills.

Motion made by Dennis Baerny, second by Gil Roberts to pay all bills as discussed with all in favor.

7. Budget / Account Balances

- Quality Data Service, Inc. noted for bookkeeper to add to budget as annual recurring fee.
- Expenditure reports and WPCA account balance reports circulated for review.

8. Tax Collector / User fee revenues Jan., Feb., Mar. 2017

- Tax Collector's reports were circulated showing uncollected usage fee reduced by \$1,549.43 between January 31, 2017 and March 31, 2017.
- Inserts regarding how usage fees are applied to operations and maintenance costs will be printed in the office to include in the sewer usage bills. Inserts to be prepared by WPCA Clerk.
- WPCA Clerk to prepare envelopes to be mailed out saving cost of another department charging for bill preparation.

9. WPCA Representative at Annual Town Meeting April 25th

A special meeting will be scheduled for Tuesday, April 18th at 6:00 PM. Members will be notified. A representative will be designated to represent WPCA at the annual Town meeting the following Tuesday.

10. **Motion** to adjourn made by Mike Criss at 7:45pm, seconded by Dennis Baerny with all in favor.

Prepared and submitted by: Diane Becker, WPCA Clerk

Date